

Payroll Overview

Payment Advice Report

Reports > Payment Advice Report

Filter By: March 2025

Include Emp Details Net Pay greater than 0 Show rounded values

	TP / Org Emp Code	Employee Name	Date of Joining	Date Of Birth	ESI Number	Date of Leaving	Designation	Department	Job Type	Unit Parameter Name	PAN Card	PF Nu
<input type="checkbox"/>	TP2377	Satish Kumar	01-Jan-24	03-Mar-87	Request For ESIC		Senior Software Tester	TEST DEPT	Contractual			

1. **Payment Advice Report** - In this section, you can access detailed payroll reports once attendance is approved and salary structures are included. This report helps you manage, review, and export payment details for each employee in your organisation.

CTC Report

Reports > CTC Report

Include Employee Details

Employee Name	TP / Org Emp Code	Gross Earning	Net Pay
Abhishek sharma	TP15364	23,224.25	20,880.67
Disha Singh	TP20662	50,000.00	50,000.00
Manoj Kumar	TP 1234	50,000.00	50,000.00
Sanjeev Kumar	TP19729	81,383.33	79,583.33
vinay	TP21341	700,000.00	630,000.00
Tara singh	TP19489	47,400.00	44,850.00
Satish Kumar	TP2377	46,477.48	44,646.48
Sakshi	ORG7588	50,000.00	50,000.00
Roshita	TP20621	100,000.00	100,000.00

2. **CTC Report** -

This report displays the calculated Cost to Company (CTC) for each employee. You can filter the report based on employee name, organizational unit, designation, and department for a more focused view.

Employee Pay Summary Report

Reports > Employee Pay Summary

Filter By:

#	<input type="checkbox"/>	TP / Org Emp Code	Employee Name	Salary Month	Department	Designation	Job Type	Unit Parameter Name	Action	Independent Contractors Invoice
1	<input type="checkbox"/>	TP15364	Abhishek sharma	Mar-2025	TEST DEPT	Software Tester Level 1	Contractual			
2	<input type="checkbox"/>	128	Rajat Sharma	Mar-2025	Division One	HR One	Independent Contractors			
3	<input type="checkbox"/>	ORG7588	Sakshi	Mar-2025	Division One	HR One	Independent Contractors			

3. Employee Pay Summary -

In this section, you can view and manage employee pay slips.

Liability Report

Reports > Liability Report

Filter By:

Include Employee Details

TP / Org Emp Code	Employee Name	Gross Earning	Gross Deduction	Net Pay
TP2047	Jogindra Singh	5,000.00	10.00	4,990.00
TP2050	Jogindra Singh	0.00	-5,000.00	5,000.00
TP2050	Jogindra Singh	5,000.00	1,147.50	3,852.50
TP2377	Satish Kumar	5,000.00	0.00	5,000.00
ORG7588	Sakshi	69,428.57	10,694.29	58,734.29
128	Rajat Sharma	55,000.00	550.00	54,450.00
127	Ishita Adhikari	5,000.00	37.50	4,962.50
TP7510	Raju	5,000.00	37.50	4,962.50
AKAL 100	jitendra kumar	-140,110.00	4.06	-140,114.06

4. Payroll Liability Summary -

This section gives you a detailed overview of all financial liabilities towards employees.

Disbursement Report

[Reports](#) > Disbursement Rep

TP / Org Emp Code	Employee Name	Gross Earning	Gross Deduction	Net Pay	Bank Account	IFSC Code	Bank Name	Branch
TP2047	Jogindra Singh	5,000.00	10.00	4,990.00	40161025058	SBIN0062250	State Bank of India	ALL INDIA AYURVEDIC SANSTHAN DELHI DELHI
TP2050	Jogindra Singh	5,000.00	-3,852.50	8,852.50	40161025058	SBIN0062250	State Bank of India	ALL INDIA AYURVEDIC SANSTHAN DELHI DELHI
TP2377	Satish Kumar	5,000.00	0.00	5,000.00	40161025058	SBIN0062250	State Bank of India	ALL INDIA AYURVEDIC SANSTHAN DELHI DELHI

5. Disbursement Report -

This section allows you to view all the disbursement amounts that are yet to be processed. You

can easily filter data by selecting Month and Year, and refine your search further using the More

Filter options such as Employee Name, Designation, Department, and Organization Unit.

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